



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5511.2B  
BCEO

**12** AUG 1998

### BASE ORDER 5511.2B

From: Commanding General  
To: Distribution List

Subj: PROCEDURES FOR THE OPERATION OF THE BASE CLASSIFIED MATERIAL  
MULCHING FACILITY

Ref: (a) CMS-1A  
(b) OPNAVINST 5510.1H

Encl: (1) Safety and Security of the Base Mulcher  
(2) Instructions for Use of the Base Mulcher  
(3) Acknowledgment of Responsibility for Base Mulcher/  
Base Mulcher Check-Out Inspection Checklist

1. Purpose. To establish procedures and requirements for the operation of the Base Mulching Facility.

2. Cancellation. BO 5511.2A.

3. Background. The Base Mulching Facility is located in Building S-23, which is located directly across from the Communications-Electronics Office. It is the largest paper security disintegrator system within Marine Corps Base, Camp Lejeune. The Base Mulcher is capable of destroying large quantities of classified paper waste at the rate of 800 lbs per hour. The mulcher is designed to destroy paper only that is less than 24 lbs in weight (up to heavyweight bond). All other classified material and equipment must be destroyed in accordance with the references.

4. Information. The Base mulcher is available for use 24 hours per day, on a year-round basis, for all units aboard Camp Lejeune and Marine Corps Air Station, New River. Use of the facility may be scheduled on a first-to-schedule, first-to-use basis by calling the Marine Telecommunication Center (MTCC), Building 1101, at 451-5422/2625/1602/1443.

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5. Safety. Safety is paramount while operating the mulcher. The mulcher consists of four powerful, sharp cutting knives that make up a high capacity cutting chamber. The cutting chamber can be inherently dangerous if not operated in accordance with the instructions in enclosures (1) and (2).

6. Action

a. MTCC:

(1) Schedule appointments requested by units on a first-to-call, first-to-use basis for units aboard Camp Lejeune.

(2) Issue required safety equipment to users of the mulching facility.

(3) Schedule and perform preventive maintenance on the mulcher.

(4) Provide users with instructions on the proper use of the mulcher, as outline in enclosure (2).

(5) Coordinate the completion of necessary corrective maintenance of the mulching facility.

(6) Ensure users sign the acknowledgment of responsibility prior to issuing keys and protective equipment, using enclosure (3).

(7) Inspect the mulcher and area using enclosure (3) after units have completed mulching.

b. Using Units:

(1) Schedule appointments for use of the Base Mulching Facility by calling the MTCC during working hours, at 451-5422/2625/1602/1443.

(2) Have an NCO/GS-5 report to the MTCC, Building 1101, to fill out Acknowledgment of Responsibility for Base Mulcher, enclosure (3), as well as obtain custody of the safety equipment and facility keys.

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(3) Conduct destruction of paper materials in accordance with enclosures (1) and (2).

(4) Inspect the mulcher and surrounding area after having completed mulching. Call the MTCC Communications Watch Supervisor at 451-5422/2625/1443/1602, to inspect the facility upon completion of police call.

(5) Upon passing a satisfactory inspection, return keys and safety equipment with completed enclosure (3) to the inspector.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

8. Certification. Reviewed and approved this date.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A plus CEO (10)

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SAFETY AND SECURITY OF THE BASE MULCHER

1. Do not stand on top of, or climb on the conveyor belt, or into the mulcher, at any time.
2. Hearing protection and dust masks will be worn at all times while the mulcher is operating.
3. Items such as metals, plastic, rubber, staples, cardboard, magnetic tape, compact discs, microfiche, etc., will not be placed into the mulcher at any time. Only paper that is less than 24 lbs in thickness will be placed into the mulcher. No more than 10 sheets of paper at a time will be fed into the mulcher.
4. All burn bags will be opened and inspected for plastic, metal, or rubber objects prior to placing burn material on the conveyor belt. All paper will be cycled through the mulcher by emptying it onto the conveyor belt. Paper will not be fed into the mulcher from the top of the feed bin.
5. Both smoking and destruction by burning are not authorized in the mulching facility.
6. Two individuals will be present at all times while mulching due to potential mechanical danger.
7. For additional assistance, use the telephone located on the rear bulkhead.
8. Fire extinguishers are located within the mulcher facility in the event of an emergency. Dial 911, by using the telephone in the mulching facility, to report a fire, an emergency, or to obtain medical assistance.

ENCLOSURE (1)

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INSTRUCTIONS FOR THE USE OF BASE MULCHER

1. Prior to starting the mulcher for destruction, the following procedures will be adhered to:

a. Ensure you receive or take protective equipment (ear muffs and dusk masks).

b. Check to ensure that the mulch dumpster is not full by visually inspecting the dumpster. If it appears full, attempt to distribute the mulch evenly throughout the dumpster by using the handle of the broom located inside of the Base Mulching Facility. If the dumpster is more than 3/4 full, call the Marine Telecommunications Center (MTCC) at 451-5422/2625/1443/1602 using the phone located on the rear bulkhead and inform the Communications Watch Supervisor (CWS) of the problem.

c. Ensure that the flexible pipe to the dumpster is connected to the dumpster. If it cannot be connected, notify the CWS of the problem.

d. Ensure the vacuum hose is covered with a silver cap.

e. Ensure all personnel are wearing protective equipment (ear muffs, dust masks).

f. Turn on the mulcher vacuum system by pressing the start button located on the left of the mulcher attached to the bulkhead by the entrance to the head. If it does not turn on, notify the MTCC. If the vacuum system operates properly, leave it on for ten minutes in order to clear any loose mulch inside the mulcher or vacuum system.

g. Go to the right side of the mulcher and check to ensure there is no mulch in the cloth overflow tubes. If there is mulch in the tubes, do not mulch. Notify the CWS of the problem.

ENCLOSURE (2)

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2. After the above steps are completed and all systems are running properly:

a. Turn on the mulcher by depressing the green button on the left front of the mulcher. Let the mulcher run for five minutes prior to feeding paper.

b. Turn on the conveyor belt by pressing the green button.

c. Begin placing paper on the conveyor belt. DO NOT place more than ten pieces of paper per section of the conveyor belt. Ensure at all times that you are only placing paper materials onto the conveyor belt. Any thick books or log books must be taken apart. DO NOT feed log book covers into the mulcher. Also, ensure that any metal, rubber, or plastic objects are not fed into the mulcher. If you hear the mulcher bogging down, do not put any more paper on the conveyor belt until you hear it running properly again. IF YOU SMELL RUBBER BURNING, TURN OFF THE CONVEYOR BELT AND MULCHER IMMEDIATELY and call the MTCC.

d. While the paper is feeding, periodically check the vacuum system to ensure that there are no backups. Also check the cloth overflow tubes to ensure there is no mulch in them. Lastly, check the dumpster to see if mulch is flowing through.

e. After all mulching is completed, let the mulcher run for ten minutes. Turn the conveyor belt off by pressing the red stop button located on the left bulkhead by the bottom of the conveyor. This will allow the remaining material in the mulcher to be destroyed completely and vacuumed into the dumpster.

f. During the time that the mulcher is running, ensure that all material around the mulcher and conveyor belt area gets mulched. If there is material that did not get mulched, turn the conveyor belt back on and feed the material. When completed, turn the conveyor belt off.

ENCLOSURE (2)

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3. After the mulcher has run with no material in it for ten minutes:

a. Turn off the mulcher by depressing the red button on the left front of the mulcher.

b. Allow the vacuum system to operate for another ten minutes after turning the mulcher off.

c. Turn off the vacuum system by pressing the red button located on the left of the mulcher attached to the bulkhead by the entrance to the head.

d. After the vacuum system has been turned off, you must clean the overflow tubes. Pull the ropes on the right side of the bin to shake loose any mulch in the tubes. After you have shaken the tubes, pull the bottom panel and allow all of the mulch to fall onto the deck. After all the mulch is out of the bin, put the bottom panel and right side access panel back.

e. Sweep up the deck and all of the mulch that fell out of the overflow tubes into a pile. Turn the vacuum system back on and use the vacuum hose to vacuum up all of the mulch and dirt. When you have completed vacuuming, allow the vacuum system to run for another five minutes before turning the vacuum system off.

f. Complete a police call outside to ensure there is no material astray.

g. Once all steps are complete, call the MTCC at 451-5422/2625/1443/1602 and inform the CWS that you are ready for inspection. Stand by until someone from the MTCC comes to inspect.

h. After the inspection is complete, turn the keys and hearing protection over to the MTCC personnel.

ENCLOSURE (2)

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ACKNOWLEDGMENT OF RESPONSIBILITY FOR BASE MULCHER/  
BASE MULCHER CHECK-OUT INSPECTION CHECKLIST

DATE \_\_\_\_\_

From: \_\_\_\_\_

NAME (SENIOR PERSON)/RANK(NCO/GS-5 OR ABOVE)/UNIT/PHONE NUMBER)

To: OIC, Marine Telecommunications Center, Marine Corps Base, Camp Lejeune

Ref: (a) BO 5511.2B

1. By my signature below, I state that:

- a. I HAVE RECEIVED AND FULLY UNDERSTAND THE REFERENCE (PROCEDURES FOR THE OPERATION OF THE BASE CLASSIFIED MATERIAL MULCHING FACILITY). I ALSO UNDERSTAND THAT ONLY PAPER MATERIALS ARE TO BE PLACED IN THE MULCHER.
- b. I have received proper hearing and breathing protective gear.
- c. I accept full responsibility of the Base Classified Mulcher and for the safety equipment issued.
- d. The mulcher must be inspected by a member of the MTCC prior to being relieved of responsibility for the mulcher.

\_\_\_\_\_  
Signature of Senior Responsible User(NCO/GS-5 OR ABOVE)

Subj: BASE MULCHER CHECK-OUT INSPECTION CHECKLIST

1. The areas listed below were inspected by \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_. (NAME/MTCC)  
(DATE) (TIME)

AREA	CONDITION	INIT (MTCC)	INIT (USER)
DECK			
OVERFLOW BIN			
UNDER CONVEYOR BELT			
INSIDE SOUND BOOTH			
MULCHER MOUTH (BLADES)			
MULCHER DUMPSTER	(CIRCLE ONE) 1/4 1/2 3/4 FULL		
AREA AROUND BLDG S-23			
PROTECTIVE GEAR RETURNED			

2. By my signature, I affirm that I have utilized the Base Mulcher in accordance with the reference, and certify that the area surrounding Building S-23 is clean and no classified material is astray.

\_\_\_\_\_  
SIGNATURE OF USER\_\_\_\_\_  
SIGNATURE OF INSPECTOR

ENCLOSURE (3)